




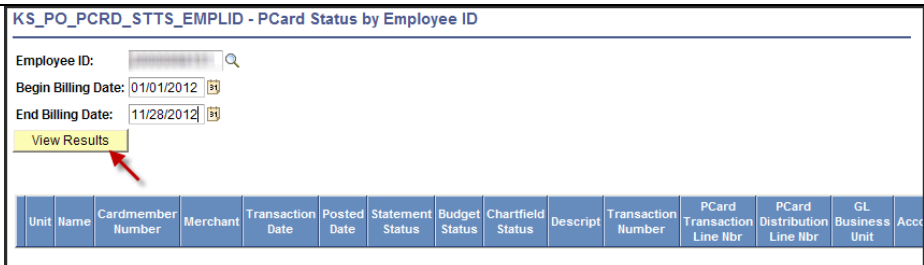
State of Kansas

Using the KS_PO_PCRD_STTS_EMPLID Query

Statewide Management, Accounting and Reporting Tool



Date Created:	December 5, 2012
Version:	1.0
Last Updated Date:	January 13, 2014
Purpose of the Query:	<p>This query is designed to identify those P-Card transactions, by Emplid and Billing Date range, which have a status other than "Closed".</p> <p>This query provides information at the "Distribution Line" level so that chartfield information is included in the results. Consequently, if a P-Card transaction has three (3) distribution lines, the results will include three (3) entries for the same P-Card Transaction Number / Line Number combination. The Merchandise Amount is also provided at the distribution line level. To get a total Merchandise Amount for this P-Card transaction, the three (3) distribution line Merchandies Amounts will need to be added together.</p> <p>The query results include:</p> <ul style="list-style-type: none"> • Business Unit, • PCard Holder Name, • Cardmember Number, • Merchant, • Transaction Date, • Posted Date, • Statement Status, • Budget Status, • Chartfield Status, • Description, • Transaction Number, • PCard Transaction Line Nbr, • Unit of Measure, • PCard Distribution Line Nbr, • GL Business Unit, • Account, • Department, • Fund, • Svc Loc, • Program, • Bud Unit, • Agency Use, • PC Bus Unit, • Project, • Activity, • Distribution Percentage,

		<ul style="list-style-type: none"> • PO Qty, • Merchandise Amount, • Sales Tax, • Budget Date, • PO Business Unit, • PO Number, • PO Line Nbr, • PO Schedule Nbr, • PO Distribution Line Nbr, • Control Account, • Supplier Contract ID
Query parameters:		The query results will include all transactions with a status other than "Closed". Possible statuses are : Approved, Initial, Statement Staged, Verified, and Voucher Build Error.
Prompt Values:		<ul style="list-style-type: none"> • Employee ID: There is a look-up icon that can be used to search by name. There is a noticeable delay when selecting this icon due to the Business Unit security applied to this field. • Begin Billing Date: The results include the date entered in this field. • End Billing Date: The results include the date entered in this field.
Result Sorts:		<ol style="list-style-type: none"> 1. Cardmember Number 2. Transaction Date 3. Transaction Number 4. P-Card Transaction Line Nbr 5. P-Card Distribution Line Nbr
Security:		<ul style="list-style-type: none"> • <u>Role Security:</u> Only those individuals with one of the following Roles will receive results from this query: KPO_Cen_P-Card_Admin, KPO_AGY_P-CARD_ADMIN, KPO_Agy_P-Card_Reconciler, and KPO_AGY_P-CARD_RECON_APPROVER • <u>BU Security:</u> Users will only have access to Employee IDs that are associated to their agency.
1.	<p>Navigation: Reporting Tools > Query > Query Viewer > KS_PO_PCRD_STTS_EMPLID</p> <p>Select the "Search" button. Select the "Excel" link.</p>	
2.	<p>Enter the Employee ID, Begin Billing Date and End Billing Date and select the "View Results" button.</p>	

3.	Select the "Open" button:	
4.	The results will display in excel.	
NOTE		You can also select the "HTML" link, which will show the results on-line, and then select the Excel link from that page to export to an excel document.
Agency Action		The P-Card transaction has not been completely reconciled if the P-Card transaction is included in the results of this query. Take the appropriate action to complete the reconciliation of the P-Card transaction.
NOTE		If a P-Card transaction is in an "Approved" status, the Chartfield Status is "Recycle" and the P-Card transaction did not build to a voucher as expected there is likely an invalid chartfield value. This issue should be resolved once valid chartfield values have been entered and the P-Card transaction has been saved.